



December 14, 2020

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application.

This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

Assistant District Attorney

PC #97

Position Overview

Department:

District Attorney's Office
Temple Court Building
106 East High Street
Bellefonte, PA 16823

Base Pay:

Salary Grade: S-54
\$48,443.20—\$79,435.20/annum
Exempt

Shift Available:

Full Time (40 Hours)
8:30am-5:00pm

Required Education:

- Juris Doctorate degree.
- Licensed to practice law in the Commonwealth of Pennsylvania.
- Some training in computers helpful.
- Continuing legal education required.

Required Experience:

- Two (2) years of experience working as an attorney with some experience in criminal law.

Special Requirements:

- Must show proof of license from Pennsylvania Bar Association.
- Must possess a valid Pennsylvania driver's license.

Applications:

Applications for this position will be accepted **until a suitable candidate is selected.**

Summary of Job Functions

- Upon authority delegated by the District Attorney:
- Assists police in the investigation of criminal offenses.
- Provides legal opinions to police relative to investigations.
- Conducts legal research and writes opinions thereon.
- Advises police on the drafting of criminal complaints, search warrants, and statements of probable cause.
- Evaluates evidence relative to propriety of criminal charges and search warrants.
- Assembles and evaluates evidence, interviews, and prepares witnesses for various court appearances.
- Represents the Commonwealth in the prosecution of cases at preliminary hearings, pretrial motions, trials before court and/or jury, post-verdict motions, and appeals to Superior and Supreme Courts of Pennsylvania.
- Represents Commonwealth in Post-Conviction Relief Act hearings in the Court of Common Pleas and appeals therefrom to the Superior and Supreme Courts of Pennsylvania.
- Represents the Commonwealth in proceedings on writs of habeas corpus in United States District Court, Courts of Appeal, and Supreme Court.
- Represents the Commonwealth and the Court of Common Pleas in Indirect Criminal Contempt proceedings and all appeals therefrom.
- Represents the Commonwealth in Juvenile Court proceedings and all appeals therefrom.
- Represents the Commonwealth in summary appeals and appeals therefrom.
- Represents the Commonwealth in pre-trial conferences.
- Does legal research and makes oral arguments and prepares written briefs before all Commonwealth and federal courts.
- Responds to miscellaneous requests for legal opinions from law enforcement officers and the general public.
- Interacts with all other state and local law enforcement agencies and local individuals and organizations.

Equal Opportunity Employer